

**Capital Planning Committee
Report of Finance Subcommittee
COMPTROLLER**

Subcommittee Members

Chris Moore
Sandy Pooler
Jon Wallach

Interviewee

Ida Cody, Comptroller
October 1, 2020

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or Keep?
6	FY17 CAPITAL BORROWING	COMPTROLLER	MUNIS SOFTWARE UPDATE COMPTR	\$17,745	\$0	\$17,745	\$0	Keep

Capital Planning Committee
Report of Finance Subcommittee
COUNCIL ON AGING TRANSPORTATION ENTERPRISE FUND

Subcommittee Members

Chris Moore
Sandy Pooler
Jon Wallach

Interviewee

Christine Bongiorno, Director
October 1, 2020

II. Existing Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
28	Van Replacement Program	1	\$0	\$15,000	\$0	\$15,000	\$0
	Recommended		\$0	\$15,000	\$0	\$15,000	\$0
	Notes, including change to request and CPC vote						
	COUNCIL ON AGING TRANSPORTATION ENTERPRISE FUND TOTAL		\$0	\$15,000	\$0	\$15,000	\$0

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or Keep?
7	FY2019 CAPITAL TAX LEVY	COUNCIL ON AGING	VAN REPLACEMENT COA ENT	\$15,000	\$0	\$0	\$15,000	Sweep

**Capital Planning Committee
Report of Finance Subcommittee
HEALTH & HUMAN SERVICES**

Subcommittee Members

Chris Moore
Sandy Pooler
Jon Wallach

Interviewee

Christine Bongiorno, Director
October 1, 2020

I. New Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
32	HHS Office Update-Phase 2	1	\$65,000	\$0	\$0	\$0	\$0
	Recommended		\$65,000				
Notes, including change to request and CPC vote							
Carpeting @ \$37,000 – replace the carpet in the offices.							
Window shades @ \$28,000 – estimate for replacing or installing window shades in some of the offices.							

II. Existing Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
33	Veterans Park	1	\$0	\$0	\$0	\$250,000	\$0
	Recommended						\$250,000
Notes, including change to request and CPC vote							
Move funding toe FY26. There seems to still be a lot of work needed to be done to reach consensus on this project. It may be pushed off further.							
HEALTH & HUMAN SERVICES TOTAL			\$65,000	\$0	\$0	\$0	\$250,000

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or Keep?
29	FY16 CAPITAL BORROWING	HEALTH & HUMAN SERVICES	REPLACE HVAC ROBBINS HOUSE	\$6,086	\$0	\$80	\$6,006	
30	FY20 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	VET MEMORIAL REPAIRS	\$34,190	\$0	\$5,872	\$28,318	
31	FY20 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	WHITTEMORE ROBBINS HOUSE	\$132,137	\$0	\$10,137	\$122,000	
32	FY20 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	CARRIAGE HOUSE RENOVATION	\$72,743	\$0	\$5,243	\$67,500	
33	FY20 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	WHITTEMORE ROBBINS KITCHEN	\$60,000	\$0	\$0	\$60,000	
34	FY2017 CAPITAL PROJECTS	HEALTH & HUMAN SERVICES	ROBBINS HOUSE KITCHEN PLANS	\$939	\$0	\$939	\$0	
35	FY2018 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	VETERAN'S RECORD SCANNING	\$17,500	\$0	\$3,504	\$13,996	
36	FY2019 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	VOLUMETRIC CALIBRATION TRAILER	\$32,500	\$0	\$0	\$32,500	
37	FY2021 CAPITAL BORROWING	HEALTH & HUMAN SERVICES	BUILDING RENOVATION	\$515,000	\$0	\$0	\$515,000	
38	FY2021 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	FILE CONVERSIONS	\$10,000	\$0	\$0	\$10,000	
39	FY2021 CAPITAL TAX LEVY	HEALTH & HUMAN SERVICES	BLDG REPAIRS - ROOF	\$80,700	\$0	\$0	\$80,700	

**Capital Planning Committee
Report of Finance Subcommittee
PLANNING**

Subcommittee Members

Chris Moore
Sandy Pooler
Jon Wallach

Interviewee

Jenny Raitt, Director
October 1, 2020

I. New Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
46	BLUEBikes expansion/ maintenance	1	\$0	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Recommended		\$50,000	\$50,000	\$50,000	\$50,000	\$0
	Notes, including change to request and CPC vote						
	Move funding up one year. The program has just gotten underway and the Department is beginning to evaluate the participation levels under the current two year contract.						

II. Existing Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
47	Townwide ADA accessibility upgrades	1	\$100,000	\$100,000	\$100,000	\$100,000	\$0
	Recommended		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
	Notes, including change to request and CPC vote						
	Extend funding to all years. There are many, many ADA projects that need to be done. Jenny will give us a list of the specific projects for FY22.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
48	Bike Rack Installation	1	\$0	\$25,000	\$0	\$0	\$0
	Recommended			\$25,000			
	Notes, including change to request and CPC vote						
	There are six possible locations for installation: the Rink, Hills Hill playground, Bishop School, DPW, Buzzle Field, and Magnolia Park.						
	PLANNING TOTAL		\$150,000	\$175,000	\$150,000	\$150,000	\$150,000

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or Keep?
128	FY15 CAPITAL BORROWING	PLANNING	CENTRAL PARKING LOT REPLACE	\$8,502	\$0	\$0	\$8,502	Keep
129	FY16 CAPITAL BORROWING	PLANNING	GATEWAY PROJECT PHASE 2 & 3	\$20,000	\$0	\$20,000	\$0	Keep
130	FY17 CAPITAL BORROWING	PLANNING	23 MAPLE ST EXT STEPS RAILING	\$5,108	\$0	\$5,108	\$0	Keep
131	FY20 CAPITAL BORROWING	PLANNING	SR CENTER CENTRAL SCHOOL RENOV	\$7,475,881	\$245,167	\$6,087,281	\$1,143,433	Keep
132	FY20 CAPITAL TAX LEVY	PLANNING	DALLIN BLDG - EXTERIOR REPAIRS	\$41,500	\$0	\$0	\$41,500	Facilities
133	FY20 CAPITAL TAX LEVY	PLANNING	DALLIN PARKING LOT	\$9,249	\$0	\$0	\$9,249	Facilities
134	FY20 CAPITAL TAX LEVY	PLANNING	DALLIN BLDG - INT REPAIRS	\$10,000	\$0	\$0	\$10,000	Facilities
135	FY20 CAPITAL TAX LEVY	PLANNING	PARMENTBLDG - EXTERIOR REPAIRS	\$30,000	\$0	\$6,006	\$23,994	Facilities
136	FY20 CAPITAL TAX LEVY	PLANNING	PARMENTER HVAC	\$10,000	\$0	\$0	\$10,000	Facilities
137	FY2015 CAPITAL TAX LEVY	PLANNING	GATEWAY IMPROV PLANNING	\$9,740	\$0	\$0	\$9,740	Keep
138	FY2017 CAPITAL PROJECTS	PLANNING	DALLIN LIBRARY EXT PAINT PLANN	\$7,650	\$0	\$0	\$7,650	Facilities
139	FY2017 CAPITAL PROJECTS	PLANNING	UPGRADE LARGE FORMAT PRINTER	\$5,995	\$0	\$0	\$5,995	IT?
140	FY2018 CAPITAL TAX LEVY	PLANNING	DALLIN LIBRARY ENTRY UPDATE	\$8,000	\$0	\$0	\$8,000	Facilities
141	FY2018 CAPITAL TAX LEVY	PLANNING	PARMENTER SCHOOL WALKWAY	\$10,000	\$0	\$0	\$10,000	Facilities
142	FY2018 CAPITAL BORROWING	PLANNING	SENIOR CTR PLANS	\$5	\$0	\$5	\$0	Sweep?
143	FY2019 CAPITAL TAX LEVY	PLANNING	DALLIN LIBRARY ENTRY	\$8,000	\$0	\$0	\$8,000	Facilities
144	FY2019 CAPITAL TAX LEVY	PLANNING	PARMENTER SCHOOL WALKWAY	\$5,000	\$0	\$0	\$5,000	Facilities
145	FY2021 CAPITAL TAX LEVY	PLANNING	BIKE RACKS	\$25,000	\$0	\$0	\$25,000	Keep
146	FY2021 CAPITAL TAX LEVY	PLANNING	BUILDING REPAIRS	\$250,000	\$0	\$0	\$250,000	Keep
147	FY2021 CAPITAL TAX LEVY	PLANNING	ADA ACCESSIBILITY	\$50,000	\$0	\$0	\$50,000	Keep
148	FY2021 CAPITAL TAX LEVY	PLANNING	BOILER REPLACEMENT	\$25,000	\$0	\$0	\$25,000	Keep
149	FY2021 CAPITAL TAX LEVY	PLANNING	BLDG - INT REPAIRS	\$37,500	\$0	\$0	\$37,500	Keep
150	FY2021 CAPITAL TAX LEVY	PLANNING	BLDG - INT REPAIRS	\$46,922	\$0	\$0	\$46,922	Keep

**Capital Planning Committee
Report of Finance Subcommittee
REDEVELOPMENT BOARD**

Subcommittee Members

Chris Moore
Sandy Pooler
Jon Wallach

Interviewee

Jenny Raitt, Director
October 1, 2020

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
112	23 Maple Street - Repairs and window replacement	1	\$150,000	\$0	\$0	\$0	\$0
	Recommended		\$150,000				
	Notes, including change to request and CPC vote						
	There are about \$50,000 in ADA improvements and \$100,000 to replace the windows, which were replaced 10 years ago, but wither do not fit or have been damaged by the previous tenants.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
113	Jefferson Cutter House boiler replacement	1	\$50,000	\$0	\$0	\$0	\$0
	Recommended		\$50,000				
	Notes, including change to request and CPC vote						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
114	Central School window replacement	1	\$250,000	\$0	\$0	\$0	\$0
	Recommended		\$0				
	Notes, including change to request and CPC vote						
	This already was appropriated in FY21.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
115	Whittemore Park upgrades	2	\$527,000	\$0	\$0	\$0	\$0
	Recommended		\$527,000				
	Notes, including change to request and CPC vote						
	The third and final phase of this project.						
	REDEVELOPMENT BOARD TOTAL		\$727,000	\$0	\$0	\$0	\$0

Capital Planning Committee
Report of Public Works and Recreation Subcommittee
RECREATION
October 29, 2020

Subcommittee Members

Joe Barr
Kate Leary
Phyllis Marshall

Interviewee

Joe Connelly, Director
Date: October 7, 2020

I. New Requests, FY22-26

Notes that apply to multiple requests:

- Over the past few years, the Recreation Department has had multiple changes in leadership, resulting in multiple changes in approach and priorities. The current director, Joe Connelly, has looked closely at the current situation and the condition of the department's facilities, and the requests for the FY22-FY26 reflect his current approach and priorities.
- During the balancing of last year's plan, the Committee removed all of the future year requests (partially in recognition of the general approach of paying for playground renovations from Community Preservation Act funds), other than the recurring items for feasibility studies and ADA implementation, as well as a small request for Hill's Hill. As a result, most of the Recreation requests are considered new for this year, but many of these projects were also included in the requests that were submitted for last year's plan.
- Playground requests have been prioritized based on a Playground Assessment and Recommendation Report by Nancy White of Playground Inspections of New England. The report was submitted in November of 2019 and can be found at:
<https://www.arlingtonma.gov/home/showdocument?id=49827>
 - Playgrounds were ranked on a hazard scale of 1-3:
 - 1 = poor (Loss of life, permanent disability or body part. Condition should be corrected immediately.)
 - 2 = fair (Serious injury or illness resulting in temporary disability. Condition should be corrected as soon as possible.
 - 3= good (Minor [non-disabling] injury/Non-Compliant. Condition should be corrected when time allows.)
 - All five playgrounds with requests in FY22-26 were ranked 1 (poor)
 - The report incorrectly lists 2013 as the installation date of equipment at several playgrounds. Joe Connelly has confirmed that these dates are incorrect and has provided more accurate dates. These are included with each request below.
- **The estimated lifespan for renovated playgrounds is 15-20 years.** Some high-use items (wing belts, mats, etc.) will need to be replaced within 10 years. Other high-friction components may also need replacement at 10 years.
- Total renovation of fields includes demolition, installation of new drainage system, building the field back up from grade, and replacement of all fencing. **Field renovations are estimated to last**

12-15 years with ongoing annual maintenance. Fencing, backstop, and irrigation are all temperamental and may need isolated maintenance between years 5-10.

- Earlier this month, the town awarded a contract to Stantec to conduct a Playground Feasibility Study on 13 town recreational facilities identified in the Commission's five-year capital plan (FY22 – FY26). These facilities include playgrounds and athletic fields.
 - Stantec will provide preliminary design options and cost estimates for all facilities in the plan.
 - FY22 Capital Projects shall be completed 3 months from the Notice to Proceed given by the Town of Arlington. FY23-FY26 Capital Projects shall be completed 6 months from the Notice to Proceed given by the Town of Arlington.
 - The Notice to Proceed was given in mid-October, but **Stantec believes they can expedite the process and provide estimates for all fiscal years by the end of December.**
 - Cost estimates will be updated as soon as they are submitted by Stantec.
 - Estimates will need to be escalated annually based on current cost factors.
 - RFP attached.

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
96	Menotomy Rocks Park Playground Renovation	2	\$0	\$500,000	\$0	\$0	\$0
	Recommended	2	\$0	\$500,000	\$0	\$0	\$0
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> • The condition is rated at a level that structural improvement is necessary. The last renovation was in 1996. • The complete renovation requires that the playground be moved because the site has a number of issues, including accessibility, shade, visibility, and distance from parking lot. Funding in FY23 instead of FY22 gives the department time to gather information about the relocation. • Funding sources are the CPC and the CPA. This request may be modified after meetings with the CPA. 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
97	Mountain Biking Trail Area	3	\$0	\$0	\$100,000	\$0	\$0
	Recommended	3	\$0	\$0	\$100,000	\$0	\$0
	Notes, including change to request and CPC vote						
	A working group of the Park Commission and neighborhood volunteers is considering the development of trails at an existing Town park. A presentation of site recommendations is expected during this fiscal year. Once the location is determined, the project estimate will be updated as needed.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
98	Playground Audit and Safety Improvements	1	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Recommended	1	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Notes, including change to request and CPC vote						

Depending on use at each of the playgrounds in town, the status of each playground may change during a given fiscal year and the priority or scheduled improvements required may increase or decrease in cost. This funding allows for an annual audit of each playground in town, with the exception of very recently installed playgrounds. The audit will help improve the playground cost projection and confirm or modify the timing of work required. The estimated cost of the audit is \$4-5K. This is a specialized service and not always available from firms providing feasibility services.

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
99	Robbins Farm Playground	2	\$0	\$0	\$500,000	\$0	\$0
	Recommended	2	\$0	\$0	\$500,000	\$0	\$0
	Notes, including change to request and CPC vote						
	The playground assessment identified this as one of the top four playgrounds in need of equipment replacement. There are problems with surfacing as well as worn and broken equipment. This park has a large user base. Since the capital plan structure is to include one playground per year, this location was scheduled for FY24 based on the current condition. Current equipment was installed in 2003. The hill slide is a separate item in the plan (#104).						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
100	Parmenter Playground and Site Improvements	3	\$0	\$0	\$0	\$500,000	\$0
	Recommended	3	\$0	\$0	\$0	\$500,000	\$0
	Notes, including change to request and CPC vote						
	Parmenter Playground, including basketball courts, is proposed for upgrades. The last renovation was in 1993. The equipment is in poor to fair condition and includes a cracked slide. The equipment manufacturer is no longer in business. This playground is being considered for funding from the CPA, the CPC, and CDBG.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
101	Parallel Park	3	\$0	\$0	\$0	\$0	\$500,000
	Recommended	3	\$0	\$0	\$0	\$0	\$500,000
	Notes, including change to request and CPC vote						
	All the features of the park — including playground, basketball court, and adjacent grass — are in need of improvement. It was last renovated in 2001. The 5-12 structure is noncompliant and the report recommends removal and replacement. The playground and basketball courts are in need of repair and accessibility improvements.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
102	Scannell Baseball/Softball Field	3	\$0	\$0	\$310,000	\$0	\$0
	Recommended	3	\$0	\$0	\$310,000	\$0	\$0
	Notes, including change to request and CPC vote						
	These fields (located next to Spy Pond) have extensive usage. Site improvements are needed to replace fencing, make grading improvements, and provide accessibility.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
103	Skateboard Park at McClennan	4	\$0	\$75,000	\$0	\$0	\$0
	Recommended	4	\$0	\$75,000	\$0	\$0	\$0
	Notes, including change to request and CPC vote						
	New equipment and safety upgrades are necessary, since the park is heavily used and the equipment was originally installed more than 15 years ago. The equipment has been maintained by DPW and users, but repair is no longer an option. There have been numerous requests to the Park and Recreation Commission for upgrades. The estimated lifespan is 15-20 years, with ongoing maintenance.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
104	Robbins Farm Hill Slide Replacement	4	\$100,000	\$0	\$0	\$0	\$0
	Recommended	4	\$100,000	\$0	\$0	\$0	\$0
	Notes, including change to request and CPC vote						
	Existing slides are plastic and have been used extensively. Sections have cracked over time. These are no longer manufactured and parts are not available. The equipment has been damaged and cannot currently be used. Due to unavailability of replacement parts, one of the slides has been taken out of service so its parts can be used to repair the remaining slide.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
105	Crosby Tennis Courts	2	\$0	\$0	\$0	\$350,000	\$0
	Recommended	2	\$0	\$0	\$0	\$350,000	\$0
	Notes, including change to request and CPC vote						
	Courts have been patched but have not been fully renovated for more than 20 years. They are used regularly. The courts need resurfacing and fencing upgrades. Tennis courts should be renovated every 15-20 years, with crack filling and net repairs done regularly.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
106	Hurd Field Renovation	2	\$750,000	\$0	\$0	\$0	\$0
	Recommended	2	\$750,000	\$0	\$0	\$0	\$0
	Notes, including change to request and CPC vote						
	Hurd Field has not been renovated in more than 20 years. The condition is hazardous for basic play due to drainage and deteriorating field conditions, which require regrading and replacement of the playing surface. Lighting and associated electrical upgrades are outdated, and accessibility is not meeting the need. Due to the number of fields and the use of these facilities, the capital structure is hoped to include a field each year. This renovation has been in the capital plan for over 10 years.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
107	Spy Pond Playground	3	\$400,000	\$0	\$0	\$0	\$0
	Recommended	3	\$400,000	\$0	\$0	\$0	\$0
	Notes, including change to request and CPC vote						

The playground is the oldest in town, installed in 1992. The playground site is restricted by geography, so the footprint will remain the same. Equipment is in need of repair and dangerous because of condition and age.

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
108	Poets Corner Field	3	\$0	\$750,000	\$0	\$0	\$0
	Recommended	3	\$0	\$750,000	\$0	\$0	\$0
	Notes, including change to request and CPC vote						
	The field is uneven, with tripping hazards. The playground is in need of replacement (installed in 1990s). The play structure is no longer manufactured and parts are not available. The surface does not meet requirements for accessibility.						

II. Existing Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
109	Hills Hill Field	2	\$0	\$0	\$0	\$0	\$500,000
	Recommended	2	\$0	\$0	\$0	\$0	\$500,000
	Notes, including change to request and CPC vote						
	The last significant upgrade to the field was more than 20 years ago, with Arlington Soccer Club fundraising to help with irrigation. This is technically an existing request, but it is for a completely different scope of work. The original request was for \$75,000 for an off-leash dog run. The request is now for a field renovation.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
110	Feasibility Study	1	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Recommended	1	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Notes, including change to request and CPC vote						
	This annual request is for consulting services to help prioritize the condition of locations and provide more accurate estimates for capital projects. For better long-term planning, these might be done for several years at a time rather than one each year.						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
111	ADA Study Implementation Program	1	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Recommended	1	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Notes, including change to request and CPC vote						
	Ongoing analysis needed to meet compliance with ADA standards and provide universal access to recreational facilities.						
	RECREATION TOTAL		\$1,335,000	\$1,410,000	\$995,000	\$935,000	\$1,085,000

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or
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								Keep?
163	FY15 CAPITAL BORROWING	RECREATION	ADA STUDY IMPLEM PROG RECRE	\$12,142	\$1,219	\$10,923	\$0	Keep
164	FY20 REC CAPITAL	RECREATION	RESERVOIR IMPROVEMENTS PHII	\$2,450,000	\$0	\$0	\$2,450,000	Keep
165	FY20 REC CAPITAL	RECREATION	RESERVOIR IMPR PHASE II TAX	\$150,000	\$13,783	\$86,217	\$50,000	Keep
166	FY20 REC CAPITAL	RECREATION	PARKS ADA STUDY	\$38,259	\$0	\$38,259	\$0	
167	FY20 REC CAPITAL	RECREATION	PARKS FEASIBILITY STUDY	\$10,000	\$0	\$0	\$10,000	Keep
168	FY20 REC CAPITAL	RECREATION	POETS CORNER	\$68,050	\$9,500	\$0	\$58,550	Sweep
169	FY2017 CAPITAL PROJECTS	RECREATION	RECREATION FEASIBILITY STUDY	\$2,600	\$850	\$1,750	\$0	
170	FY2018 CAPITAL TAX LEVY	RECREATION	REC FEASIBILITY STUDY	\$5,500	\$0	\$5,500	\$0	
171	FY2018 CAPITAL TAX LEVY	RECREATION	ADA STUDY IMPLEMENTATION	\$51,222	\$0	\$51,222	\$0	
172	FY2018 CAPITAL TAX LEVY	RECREATION	PLAYGROUND IMPROVEMENTS	\$37,542	\$3,002	\$15,662	\$18,878	Keep
173	FY2018 CAPITAL TAX LEVY	RECREATION	RESERVOIR BEACH MECH IMPR	\$18,045	\$0	\$0	\$18,045	Keep
174	FY2019 CAPITAL TAX LEVY	RECREATION	FEASIBILITY STUDY RECREATION	\$10,000	\$3,000	\$0	\$7,000	Keep
175	FY2019 CAPITAL TAX LEVY	RECREATION	ADA STUDY IMPLEMENTATION	\$30,638	\$0	\$30,638	\$0	
176	FY2021 RECREATION CAPITAL	RECREATION	ADA ACCESSIBILITY	\$50,000	\$0	\$0	\$50,000	Keep
177	FY2021 RECREATION CAPITAL	RECREATION	FEASABILITY - BUILDING	\$10,000	\$0	\$0	\$10,000	Keep
178	FY2021 RECREATION CAPITAL	RECREATION	RESERVOIR IMPROV PHASE II	\$350,000	\$0	\$0	\$350,000	Keep
179	FY16 CAPITAL BORROWING	RINK	RINK RENOV ELECTRICAL IMPROVEM	\$111,249	\$69,460	\$41,900	-\$111	
180	FY20 RINK CAPITAL	RINK	RINK ROOF REPAIRS TAX	\$20,000	\$0	\$0	\$20,000	Keep
181	FY2021 RINK CAPITAL	RINK	LIFT	\$150,000	\$0	\$0	\$150,000	Keep

164 - Funds have not yet been borrowed. The design is nearing completion. The intention is to bid shortly and award the contract early in calendar 2021. The project will be included in the borrowing this year.

165 - Funds are being used for design and bid.

167 - Study is still planned.

168 - Sweep

171 - Accessible route to playground on Summer Street is planned for March, 2021.

172 – Playgrounds identified in Nancy White study regarding safety require repairs. These include Parmenter, Robbins Farm, and Bishop.

173 – Funds are needed for mechanical improvements. These funds are expected to be expended this fiscal year.

174 – Funds will be used in combination with other feasibility study capital funds this year.

178 – FY21 funds have not been borrowed for the Reservoir Pool and will be required when the project bid is awarded later in this fiscal year.

181 – Funds have not been borrowed so far this fiscal year. The lift is planned for this year after the season closes so the rink is available for the maximum available use.

TOWN OF ARLINGTON

Joseph J. Connelly, Director of Recreation



PARK COMMISSIONERS

Scott Walker
Shirley Canniff
Phil Lasker
Leslie Mayer
Jen Rothenberg
Sara Carrier

Recreation Department

Request for Proposal Arlington Field and Playground Feasibility Study

The Arlington Park and Recreation Commission is in need of a consultant to prepare Park and Playground Feasibility Study on thirteen town recreational facilities identified in the Commission's five year capital plan FY22 – FY26.

The study should include an existing conditions report, recommended facility upgrades and improvements, and preliminary cost estimates for the recommendations. All upgrade must comply with the requirements of the American with Disabilities act of 1990 (ADA), including modifications made by the ADA Amendments Act of 2008. The Town of Arlington intends to enter into a contract for services with an experienced and qualified consultant to provide these services.

Proposals are due by September 15, 2020 no later than 3:00 PM at the Arlington Recreation Department, 422 Summer Street, Arlington, MA 02474, attention Joseph Connelly, Director of Recreation.

Project Goals & Scope:

- Provide evaluation of existing conditions of the following Town Park and Recreation facilities:
 - *Spy Pond Playground – Playground Renovation*
 - *Hurd Field – Baseball/Softball Field Renovation with Walking Path*
 - *Robbins Farm Playground & Hill Slide Replacement – Playground Renovation and Replacement of Hill Slides*
 - *Menotomy Rocks Park Playground – Playground Renovation*
 - *Poets Corner Field & Playground –Field Renovation looking at potential for Turf Field, Playground Renovation, Other Site Improvements*
 - *McClennan Skate Board Park – Upgrades to existing Skate Board Park*
 - *Scannell Field & Adjacent Park Area – Youth Baseball/Softball Field Renovation, Other adjacent site improvements and additions*
 - *Crosby Tennis Courts – Renovation of existing four Tennis Courts*
 - *Parmenter Playground & Other Site Improvements – Playground Renovation, Basketball Court Renovation, Other Site Improvements*

TOWN OF ARLINGTON

Joseph J. Connelly, Director of Recreation



PARK COMMISSIONERS

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Recreation Department

- *Parallel Park - Playground Renovation, Basketball Court Renovation, Other Site Improvements*
- *Turkey Hill – Access to Turkey Hill Trails*
- *Thorndike Off Leash Area – Improvements to the Off Leash Area (Dog Park)*
- Use of existing Town studies to prepare the final report are recommended including the 2015 accessibility study conducted by the Institute of Human Centered Design and the 2019 Playground Report prepared by Playground Inspections of New England. Both are available on the Town website.
- Prepare preliminary design options for each facility.
- Prepare accurate preliminary cost estimates for recommended designs.
- Provide a final report in both typed and electronic format.
- Final report will be used to help secure funding for recommended projects.
- Anticipate a minimum of two meetings with the Park and Recreation Commission and meetings as necessary with various Town staff.

Deliverables:

1. The selected firm's representatives will be required to attend and provide a presentation at two Park and Recreation Commission meetings.
2. The selected firm's representatives will be required to attend and facilitate at least two meetings with staff to identify areas existing issues and desired outcomes.

Price Proposal Format:

- A. Please identify the cost for the task in the Scope of Work. Include the number of staff needed to complete the task, as well as the total cost.
- B. Please include role each member of the consultant team will play including who is responsible for the landscape or site design and their experience.
- C. Any additional costs/charges must be clearly defined in the proposal.
- D. Complete summary of costs – cost by task, by staff person, components, optional work, taxes, etc...
- E. Acknowledge meeting all necessary insurance requirements.

Relevant Experience:

- A. Your current and past experience as it relates to the scope of this RFP.
- B. A minimum of three related business references, including names, addresses and phone numbers plus a description of work you performed for them.

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- C. References of other Municipalities/Organizations that your firm has prepared or assisted in feasibility study planning.
- D. Municipal government experience. Preference will be given to respondents who have developed plans for other municipalities.

Project Approach:

- A. Describe your approach for completing the tasks identified in the Scope of Work section.
- B. Process to include input from Town staff and Park Commission.

Schedule:

- A. FY 22 Capital Projects shall be completed 3-months from the Notice to Proceed given by the Town of Arlington. (Spy Pond Playground, Hurd Field, Robbins Farm Slide)
- B. FY 23-FY 26 Capital Projects shall be completed 6-months from the Notice to Proceed given by the Town of Arlington. (Remaining ten projects)

Regulations:

- A. The project design must comply with all applicable federal and state laws and Town ordinances and regulations.

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List of Facilities:

Crosby School/Tennis Courts- on Winter Street about 1/2 way down. Area has a medium size green space used for soccer and a playground. Limited on-street parking available.

Hurd Field– Located on Drake Rd. behind Trader Joes and Walgreen's in the Heights. Area has two softball league fields, large open field used for soccer, access to bike path and the Reservoir. Parking available on Mass Ave, Drake Road.

McLennan Park(scope of evaluation limited to skateboard park) - Located on Summer St. (Rte. 2A) across from Palmer's Garage, Lexington line. Area has skate boarding ramps, walking trail, 2 soccer fields, 1 little league field. Parking is available.

Menotomy Rocks Park (scope of evaluation limited to playground) – Area has two open green spaces, a picnic area, playground, walking trails and fishing.

Parallel Park - Playground, basketball court, grass play area and passive recreation area.

Poet's Corner- Off Route 2 service drive and Dow Ave. Area has a playground, softball/little league field, basketball courts, and tennis courts.

Robbins Farm (scope of evaluation limited to slides and playground) - Off Park Ave in the Heights. Turn left onto Eastern Ave. across from Brackett School. Area has a baseball diamond, large green space area used for soccer, a playground, summertime movies in the park and a 4th of July celebration. On-street parking available.

Scannell Field & Adjacent Park Space (Not including Spy Pond Park)– Mass Ave. towards Cambridge. Go past Walgreen's. Take a right after the set of lights onto Linwood St. Area has a softball/little league field, access to the bike path and stands to watch athletic activities.

Spy Pond Park (scope of evaluation limited to playground) - Located on the North shore of Spy Pond, the area has a playground, boat ramp and access to the bike path. Limited on-street parking.

Parmenter - 17 Irving Street. Area has a playground and a basketball court. No parking available

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Thorndike - (scope of evaluation limited to off leash area) On Margaret St. Take Lake St. Off of Mass Ave. go past Hardy School and take left onto Margaret Street all the way to the end. Area has a large field for soccer and lacrosse and access to the bike path. Parking available.

Turkey Hill - Access from Dodge Street. Passive recreation area and trails.

Capital Planning Committee
Report of Administration Subcommittee
INFORMATION TECHNOLOGY
_____ 2020

Subcommittee Members

Ida Cody
Kate Loosian
Angela Olszewski

Interviewee

David Good, Director
Date: 10/5/2020

I. New Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
34	Application(Permits, Modernization Initiative	1	\$112,500	\$40,000	\$0	\$0	\$0
	Recommended		\$112,500	\$40,000	\$40,000	\$40,000	\$40,000
Notes, including change to request and CPC vote							
<p>Goal : Unify application submission across the town and improve the applicant experience such as:</p> <ul style="list-style-type: none"> • Transparency in processing and approval timeline • Payment collection and processing • Workflow when multiple departments are involved <p>Background :</p> <ul style="list-style-type: none"> • A “working group” was created in 2018 to assess the application processing - Legal, IT, Planning, Select Board, HHS and Inspectional Services. • 11 departments are using different types of applications • During the COVID-19 pandemic and economic crisis, it is critical to stress the need for staff across multiple departments to share a single, digital interface to optimize the customer service experience as well as administrative workflow <p>Additional funding sources : Community Compact Technology Grants</p> <p>Case Studies :</p> <ul style="list-style-type: none"> • Lexington – “ViewPermit Cloud ” • Implementation process almost 3 years (using PT Project Manager) • Belmont – PeopleGIS • Newton “Sunguard – Community Plus” • Brookline ”Acela” <p>Additional Funding Sources</p> <ul style="list-style-type: none"> • Eligible for Community Compact Technology Grant – Max \$100K per city/town • Municipality required to fund 25% of total project to qualify for grant • Implementation cost estimate – used higher pricing proposal from the ones were submitted • \$40K out years for hosting and licenses • Refer to best practice for decision Capital vs Operating on licenses 							

II. Existing Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
35	School - Network Infrastructure	1	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Recommended		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Replace Switches that are reaching end of life or need to be upgraded from 24 port to 48 port based on network growth. Additional Network Infrastructure needed for Central School and Parmenter School Departmental processes and Student and Parent self-service applications as well as the increase of electronic student testing and evaluations will be able to receive faster and more secure through-put. The addition of 25 Chromebooks in each classroom has added the demand for larger capacity Wireless Access Points and Bandwidth 5 year useful life 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
36	School - Replacement academic PC's district wide	1	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
	Recommended		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Placement of student and instructors with portable/wireless ready tablets/laptops for daily use in teaching and learning. Four to five year refresh cycle that we use to replace approx. 1,200 teacher and student systems per year. 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
37	School - Software Licensing	1	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Recommended		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Notes, including change to request and CPC vote :						
	<ul style="list-style-type: none"> Day to day operations Manage Enrollment, Special Education, Student Registration, Attendance, Grading, and Parent Notification: PowerSchool(Student Information System) Hosting the PowerSchool Registration Tool has eliminated the need for an onsite server/backup/cooling and electricity Refer to best practice policy for decision on operating vs capital 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
38	Town Microcomputer Program	1	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
	Recommended		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Refresh Program for Town Microcomputers, Switches, Servers Refresh 50 machines per year : towns micro-computers every four years, servers that are aging and in need of replacement, network switches 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
39	Town Software Upgrades & Standardization	1	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Recommended		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Subscription Costs for Town's core Applications This line item covers the Town's Core Administrative Application Subscriptions to Microsoft desktop and server OS's, Email, ESRI, PeopleGIS, PeopleForms, Adobe, Novis Agenda, JitBit(HelpDesk), ArcServ,(local Backup System) Dato(Hosted back up, DR, and imaging),VMware, Zoom, Adobe Creative Suite Refer to best practice policy for decision on operating vs capital 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
40	Conference Room Presentation Technology Program	2	\$0	\$10,000	\$0	\$0	\$0
	Recommended			\$10,000			
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Originally for DPW Repurposed for Auditorium Address the complaints about presenting and viewing projected images on the rear projection Screen that sits on the stage in the front of the room in the Town Hall Auditorium - the people seated at the back of the room have difficulty seeing the projected images. Purchased 2-70 inch monitors and created an AV network to connect the 70 inch Monitors to the main projection console, voting machine, feed to ACMI, and presentation system. 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
41	School - Admin Computers and Peripherals	2	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Recommended		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Replacement of School Administrative Departments Computers and Peripherals (SPED, Financial Office, HR, Super and Assist Super office, Principals Staff, Nurses, Energy Management Systems equipment, School Building Security Systems, Food Services Replacement of aging School Admin Desktop/Laptop equipment and peripherals, such as mice, keyboard, printers, projectors, and monitors. Moving more to a Mobil Device environment to navigate the Changing from Office to Remote Working Environments 						
	INFORMATION TECHNOLOGY TOTAL		\$722,500	\$660,000	\$610,000	\$610,000	\$610,000

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or Keep?
77	FY16 CAPITAL BORROWING	INFORMATION TECHNOLOGY	DOCUMENT MANAGEMENT	\$19,240	\$0	\$0	\$19,240	Keep – treasurer archive
78	FY17 CAPITAL BORROWING	INFORMATION TECHNOLOGY	REPLACE RECEIVABLE PACKAGE	\$39,561	\$0	\$35,450	\$4,111	Keep – ongoing (Water/Sewer)
79	FY17 CAPITAL BORROWING	INFORMATION TECHNOLOGY	IT/COMPTROLLER ALARM SYSTEM	\$5,775	\$0	\$0	\$5,775	Sweep
80	FY20 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SCHOOL ADMIN COMPUTERS	\$6,397	\$0	\$6,397	\$0	
81	FY20 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SCHOOL NETWORK INFRASTRUCTURE	\$40,960	\$19,487	\$21,474	\$0	
82	FY20 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	PC'S DISTRICT WIDE SCHOOL	\$714	\$0	\$560	\$154	Sweep
83	FY20 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	MICROCOMPUTERS TOWN	\$15,705	\$10,025	\$795	\$4,885	Keep
84	FY20 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SOFTWARE UPGRADES TOWN	\$11,351	\$0	\$9,704	\$1,647	Keep
85	FY20 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	INTERFACE WEB QA-GIS	\$8,167	\$0	\$0	\$8,167	Keep
86	FY2013 CAPITAL BORROWING	INFORMATION TECHNOLOGY	TELEPHONE SFTWR UPGRD OTTOS	\$2,676	\$0	\$0	\$2,676	Sweep
87	FY2018 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SCHOOL ADMIN MICROCOMPUTER PRG	\$300	\$0	\$300	\$0	Sweep PO
88	FY2018 CAPITAL BORROWING	INFORMATION TECHNOLOGY	TOWN MICROCOMPUTER PROGRAM	\$1,882	\$0	\$1,882	\$0	Sweep PO's
89	FY2019 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SOFTWARE UPGRADES & STANDARD	\$1,029	\$0	\$0	\$1,029	Sweep
90	FY2019 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	TOWN MICROCOMPUTER PROGRAM	\$511	\$0	\$0	\$511	Sweep
91	FY2019 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	CONF ROOM PRESENTATION	\$12,000	\$0	\$7,000	\$5,000	Keep
92	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	CONFERENCE ROOM EQUIPMENT	\$10,000	\$0	\$0	\$10,000	Keep
93	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	ADMIN COMPUTERS	\$40,000	\$0	\$20,000	\$20,000	Keep – applied for CARES \$20K
94	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	NETWORK INFRASTRUCTURE	\$20,000	\$0	\$2,278	\$17,722	Keep
95	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	PC'S DISTRICT WIDE	\$400,000	\$44,700	\$349,324	\$5,976	Keep – applied for CARES \$394,023
96	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SOFTWARE LICENSE	\$40,000	\$0	\$0	\$40,000	Keep
97	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	MICROCOMPUTERS	\$60,000	\$13,919	\$29,145	\$16,936	Keep- applied for CARES \$14,730
98	FY2021 CAPITAL TAX LEVY	INFORMATION TECHNOLOGY	SOFTWARE UPGRADES	\$50,000	\$1,840	\$46,313	\$1,848	Keep

Application Modernization Initiative Memo

August 2020

Introduction and Summary

The 2020 COVID-19 pandemic has caused not only a public health crisis; it has also triggered a worldwide economic crisis. Challenges posed by the COVID-19 outbreak along with a higher level of scrutiny surrounding the transparency and efficiency of their day-to-day operations have placed new burdens on local governments.

In Arlington, applications, permits, licenses, and inspections are areas where innovative solutions are needed to help evolve how our local government operates while improving the quality, efficiency, and reliability of services to our constituents. Through digital automation, we can relieve the bottlenecks created by paper and PDF applications, in-person payments, handwritten signatures, and ambiguity with inter-department workflows, all of which have become increasingly challenging during COVID-19. Automating these tasks and the underlying business practices will lessen health and safety risks and increase processing efficiency and transparency.

This unprecedented time creates a massive opportunity for Arlington to embrace automation that would drive operational evolution. In response to this call, the Department of Planning and Community Development and the Information Technology Department recommend launching an Application Modernization initiative that would achieve the following goals:

1. Opting into Massachusetts Chapter 43D program for expedited local permitting
2. Making our Town competitive in attracting and retaining new businesses
3. Enacting high standards of customer service to all constituents and across all departments, boards, and committees
4. Improving and unifying our application submission, payment, review, and approval processing by:
 - a. Reviewing, documenting, and streamlining application related business workflows across all departments
 - b. Selecting and implementing a shared digital application management system
 - c. Developing application forms and their business workflows within the application management system
 - d. Integrating application forms with online payments
 - e. Training staff, offering education to constituents, and marketing the system and its benefits publicly to increase adoption of the new system and processes
5. Leverage available funding through the Capital Planning Committee and the State's Community Compact Technology Grant

Previous Work

At the direction of the Town Manager in 2018, the Town's Economic Development Coordinator and Systems Analyst undertook an inventory and assessment of application processing in town. They formed a Working Group consisting of representatives from the Town Manager's office, the Legal Department, Information Technology, the Department of Planning and Community Development, the Select Board office, Health and Human Services, and Inspectional Services. In all, the working group collected and [digitally saved](#) 112 application-type documents from 11 departments (See Appendix A for statistical summary). They reviewed all restaurant related applications for outdated language and questions, documented recommendations for rewording and question removal, and provided materials to the Legal Department for review. They completed a discovery process with Select Board staff, Health and Human Services, and Inspectional Services to document and create a flow chart of the existing restaurant application approval process. This effort included review and documentation of Beer/Wine, Sidewalk Café, and Sign Permit applications. (See Appendix B). Also, the Applications and Permits Department Map in Appendix C was an effort to highlight a fraction of the applications that exist and to show the interconnections between departments who ultimately review them. This highlights some of the multi-department work flows that would be improved through the use of a management system.

In reviewing the overall environment of application submittal, application processing and approval, payment collection, and permit and license delivery, the working group determined that there are many improvements that could improve the applicant experience, including transparency in the processing and approval timeline, record organization and archiving, payment collection and processing, and work flows between departments when multiple departments are involved. (A detailed summary of the working group's findings and recommendations can be found in Appendix D.)

Based on the recommendations of this working group, minor changes were made to some language in the Department of Health and Human Services' Plan Review Packet. In addition, the Department of Planning and Community Development partnered with the Arlington Chamber of Commerce to produce an Arlington Business and contracted with LocalIntel to create an Arlington Economic Development Dashboard and online Resources for Startups, which many prospective businesses have found helpful. We believe the logical and needed next step to ensure efficient and customer-service-oriented operations in Arlington is to modernize our applications through this broader and bolder initiative.

Case Studies from Other Communities

Lexington

The Town of Lexington had implemented ViewPermit and has since migrated to ViewPoint Cloud as their application management system. Their staff Project Manager works directly with department staff and the vendor, to migrate their paper and digital applications and business workflows into ViewPoint Cloud. The Project Manager works part-time on this project and part-time on other projects and is now in year 2 of their implementation with at least 6 months to a year of implementation remaining. Based on their experience, they recommended a full time Project Manager working with a part-time intern to optimize implementation. Lexington estimates project completion may take at least one-year to complete or longer if working only part-time on the project. Lexington described their efforts as involving initial software setup internally and with the vendor, working with departments to discover their current application and business workflows, documenting those workflows and streamlining policies and procedures where possible, building the application forms and coinciding printable PDFs within the system, building the workflows within the system, which sometimes require custom coding from the vendor, testing the application and workflows, integrating with online payments, training staff, and integrating into the Town's website.

Conclusion and Recommendation: Why Now?

During the COVID-19 pandemic and economic crisis, it is critical to stress the need for staff across multiple departments to share a single, digital interface to optimize the customer service experience as well as administrative workflow. Our current situation presents the necessity of investing in human and digital resources for the present and future of the Town's success with business attraction, retention, and customer service for constituents who access our administration for permissions and services. It bears repeating that enhancing organizational efficiencies will save time, money, and enhance the customer service experience for all involved.

We also know that the State's Community Compact Technology Grants (<https://www.mass.gov/community-compact-it-grant-program>) have awarded 20 Massachusetts municipalities with funds for e-permitting implementation between FY18 and FY20. This includes awards to North Reading (\$85,075), Bellingham (\$72,000), and Bedford (\$37,700). This grant has been active for several years, yet we are unsure how long it will continue due to the current financial climate. The application due date for the FY21 is October 16, 2020 and Arlington (Town Manager) should receive an invitation to participate email on August 15, 2020. Qualifying grant projects are described as "one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible."

APPENDIX A: Inventory Statistical Summary

Form and Application Inventory

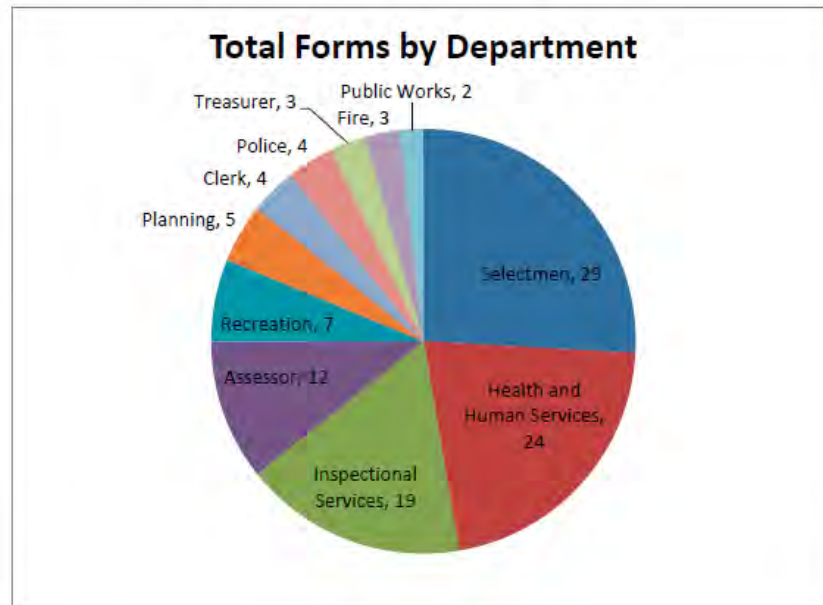
11/20/2017

Department	Total
Selectmen	29
Health and Human Services	24
Inspectional Services	19
Assessor	12
Recreation	7
Planning	5
Clerk	4
Police	4
Treasurer	3
Fire	3
Public Works	2
Grand Total	112

Type of Form	Total
digital only	2
paper	89
paper or digital	21
Grand Total	112

CORI Required	Total
no	105
yes	7
Grand Total	112

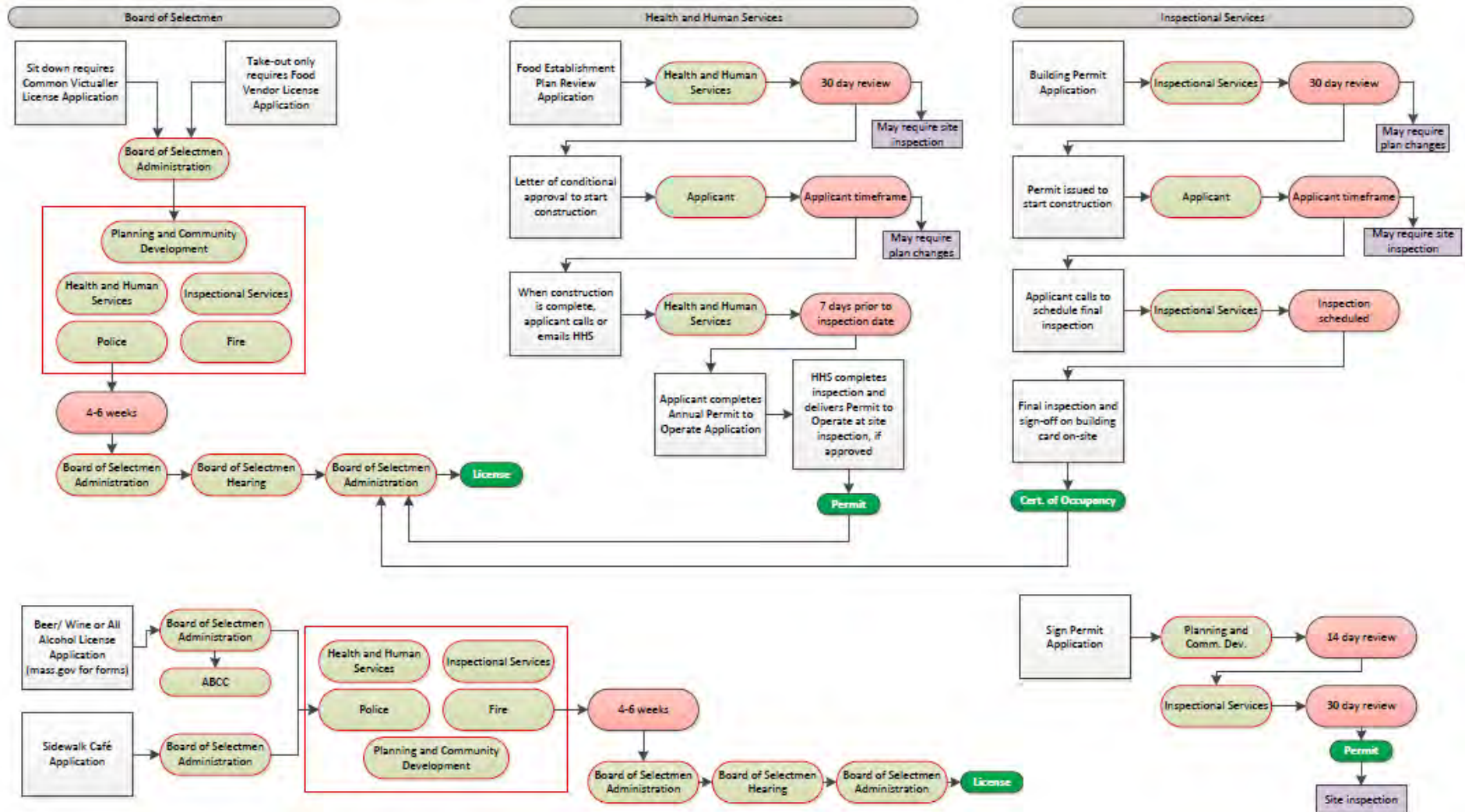
Photo Required	Total
no	102
yes	10
Grand Total	112



Review of Neighboring Municipalities				
	Printable PDFs	Fillable PDFs	Online forms	Online Application Vendor
Belmont	yes	yes	yes	PeopleGIS
Lexington	yes	unsure	yes	ViewPermit
Newton	yes	yes	yes	Sunguard - Community Plus
Brookline	yes	unsure	yes	Accela

APPENDIX B: Existing work flow for restaurant application approval, include Beer/Wine, Sidewalk Café, and Sign Permit applications

Existing Elements to Start a Restaurant in Arlington, MA



APPENDIX C: Applications and Permits Department Map



APPENDIX D: Project findings from an exploration of Arlington's restaurant related application and business process

Project findings from an exploration of Arlington's restaurant related application and business process

08/13/2018

Major Accomplishments

- A. Collected and [digitally saved](#) 112 application-type documents from 11 departments (See Appendix A for statistical summary)
- B. Reviewed all restaurant related applications for outdated wording and questions, documented recommendations for rewording and question removal, and provided materials to Legal for review.
- C. Completed a discovery process with Select Board staff, Health and Human Services, and Inspectional Services to document and create a flow chart of the existing restaurant application approval process. This effort included review and documentation of Beer/Wine, Sidewalk Café, and Sign Permit applications. (See Appendix B)
- D. Conducted research to find models of restaurant application improvements in other communities (See [Cambridge's application packet](#))
- E. Developed implementation options and next steps (See item J below)

Major Findings and Recommendations

- F. In reviewing language from all applications, it was clear that the verbiage used enterprise-wide is inconsistent. Although all 112 documents collected function like an application, meaning an applicant completed the form and submits it, our paperwork and language used to reference these can include application, permit, license, or form. There are many examples of this, such as Common Victualler License, Sign Permit, Taxi Business Operator's Permit / Hackney License. This variation in verbiage caused some confusion in working group discussions and the potential exists that it causes confusion to applicants as well.
 - a. Recommendation: Work to educate and change staff habits and language on physical/digital forms to use the term "application" for all forms that an applicant completes and term the resulting reviewed and approved paperwork a "permit" or "license."
- G. In reviewing the existing Common Victualler application and process, the working group identified aspects that were in need of review and modernization. A revised Common Vic application was drafted to improve language, remove certain questions, and improve the design and layout. In reviewing processed Common Vic applications from 2017, 7 Common Vic applications were found in Board of Selectmen agendas, all of which used the existing application and were handwritten, while 1 application was submitted using the PeopleForms system which incorporates the revised application and was not found in a BOS agenda. We also discovered the existing application is not available for download on the Town's website, which means that the 7 applications were most likely transacted in-person at Town Hall.
- H. In reviewing the Food Establishment Plan Review application and process, the working group identified language in the instructions that was potentially misleading or at least unclear. The language was related to what the applicant's next steps were once the Plan Review application was approved by H&HS. The working group discussed and clarified this point with H&HS and Inspectional Services.
 - a. Recommendation: The working group has already recommended language improvements to H&HS for the Plan Review application to improve the instructions to the applicant.
- I. In reviewing the Building Permit application and process, we identified the Building Permit application used is the [State's standard application](#). The State says, "Municipalities may add to or use a variant of this form but it must contain at least the same information so that the application process and information requirements are similar across the state." Although we believe improvements to the form could be made, none are recommended at this time. However, the work flow the entire restaurant related application was discussed with Inspectional Services and potential improvements were identified.
 - a. Recommendation: The working group has already recommended work flow improvements to H&HS related to the items noted above.

- b. Recommendation: Inspectional Services recommends that all restaurant related applicants schedule a meeting with the Director to get an initial determination of current and future building/unit use as it relates to zoning to ensure the applicant is completing the appropriate applications for their proposed business. As a variation in use, could trigger an additional review by the ARB or ZBA.
- J. In reviewing the overall environment of application submittal, application processing and approval, payment collection, and permit and license delivery, the working group determined that there are many improvements that could be made to improve applicant experience, improve processing and approval timeline and level of effort, improve record organization and archiving, improve payment collection and processing, and improve approval work flows between departments when multiple departments are involved.
 - a. Recommendation: Develop a study group to determine the scope for a pilot project of digitizing the application and permitting process. Since the restaurant application has already gone through a discovery process and is uniquely complex and involves multiple departments, we recommend that this example be used in the pilot. The pilot could be used to test and better understand the effort and costs associated with an enterprise wide digital application and permitting management system and in the least may provide the Town and applicants with a viable product that could be put into production.

ORG	OBJECT	DESCRIPTION	EFF DATE	REFERENCE	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
02496997	88550	COMPUTER EQUIPMENT HARDWARE	10/08/2020	W 21085	161,500.00	GOVCONNECTION, INC.	(500) ASUS CHROMEBOOKS
02496997	88550	COMPUTER EQUIPMENT HARDWARE	10/08/2020	W 21085	12,500.00	GOVCONNECTION, INC.	(500) ACAD GOOGLE LICENSES FOR
02496997	88550	COMPUTER EQUIPMENT HARDWARE	09/17/2020	W 21066	411,950.00	STAPLES, INC.	(700) SAMSUNG CHROMEBOOKS
02496997	88550	COMPUTER EQUIPMENT HARDWARE	09/17/2020	W 21066	17,500.00	STAPLES, INC.	(700) GOOGLE CHRMEBOOK LICENSE
02496997	88550	COMPUTER EQUIPMENT HARDWARE	09/10/2020	W 21061	141.30	BANK OF AMERICA	AUGUST 2020 CC CHARGES
02496997	88550	COMPUTER EQUIPMENT HARDWARE	08/06/2020	W 21031	209.92	BANK OF AMERICA	CC CHARGES JULY 2020
02496997	88550	COMPUTER EQUIPMENT HARDWARE	07/23/2020	W 21019	587,400.00	APPLE COMPUTER, INC.	(600) MACBOOK AIRS
5761544	585009	FY21 - PC's district wide	CAPITAL		394,023.75	APPLE , Lenovo, Gov Connection	Ipads , Lenovo , Chromebooks
5761542	585010	FY21 - Admin Computers	CAPITAL		20,000.00	GOVCONNECTION, INC.	Chromebooks
5761546	585005	FY21 Town Microcompurs	CAPITAL		14,730.00	Lenovo	Laptops
5751541	585010	FY20 School Admin Computers	CAPITAL		4,600.00	GOVCONNECTION, INC.	Chromebooks
5751542	585006	FY20 School Network Infrastructure	CAPITAL		5,000.00	GOVCONNECTION, INC.	Google license
					1,629,554.97		

Received CARES (GF)	538,450.00
Applied CARES (GF)	603,450.00
Applied CARES (CPC)	438,353.75
	<u>1,580,253.75</u>

Capital Planning Committee
Report of Administration Subcommittee
LIBRARY
_____ 2020

Subcommittee Members

Ida Cody
Kate Loosian
Angela Olszewski

Interviewee

Andrea Nicolay, Director
Date: 9/2/2020

II. Existing Requests, FY22-26

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
43	MLN Equipment Schedule	1	\$54,109	\$60,498	\$67,298	\$53,524	\$61,338
	Recommended		\$54,109	\$60,498	\$67,298	\$53,524	\$61,338
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Recurring project to maintain highly utilized equipment that meets MLN's management system requirements Licenses : \$18,408.51 Hardware : \$35,700 (7 RFID pads , 24 PC's , 6 receipt printers, 6 bar code scanners , 1 server) PC repurposed if possible at the end of 3 years. ITAC re-evaluates request and assesses condition of equipment yearly Refer to best practice report for decision on capital vs operating 						

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26
44	Fox Library Building Project	1	\$0	\$0	\$680,000	\$0	\$0
	Recommended				\$900,000		\$9,400,000
	Notes, including change to request and CPC vote						
	<ul style="list-style-type: none"> Original cost in FY19 dollars \$7,820,000 <ul style="list-style-type: none"> \$680K design \$6.8M hard costs \$340K OPM AnnBeha Architects suggested using a 4% escalation Eligible for MBLS but not guaranteed – not sure when the next round of building grant will be available Project needs political support in light of master plan Mixed use proposal Discussions to create a “Fox Library Building Committee “ with Select Board approval Library is closed currently and staff moved to Robbins 						

Massachusetts Public Library Construction Program Update

- The current bond authorization will fund all waitlisted libraries, but it is not enough to run a new grant round
- \$100 million needed for Planning/Design /Construction grant round
- There are currently an estimated 42 libraries interested in a future grant round, including Arlington (for Fox).
- MBLC is providing no estimate as to when a future round will take place, and the last round was in 2014.
- Because of the uncertainty with municipal budgets brought on by COVID-19, the Massachusetts Board of Library Commissioners has also decided not to award any new provisional grants in the Massachusetts Public Library Construction Program (MPLCP) in Fiscal Year 2021. Provisional grants would go to those libraries currently at the top of the waitlist.

Below is **our** calculation based on the 4% escalation rate recommended by the architect. NOTE : Andrea emailed our calculation to the architect who suggested to keep carrying 4% but warned that things could be different a year from now.

Original cost	7,820,000.00
Escalation	4%
Periods	1
Years	7
New Estimate	10,290,586.51

Fox Library Estimate 4% escalation				
Year	Construction	OPM (5%)	Design (10%)	Total
2019	6,800,000.00	340,000.00	680,000.00	7,820,000.00
2020	7,072,000.00	353,600.00	707,200.00	8,132,800.00
2021	7,354,880.00	367,744.00	735,488.00	8,458,112.00
2022	7,649,075.20	382,453.76	764,907.52	8,796,436.48
2023	7,955,038.21	397,751.91	795,503.82	9,148,293.94
2024	8,273,239.74	413,661.99	827,323.97	9,514,225.70
2025	8,604,169.33	430,208.47	860,416.93	9,894,794.72
2026	8,948,336.10	447,416.80	894,833.61	10,290,586.51

#	Project Title	Priority	FY22	FY23	FY24	FY25	FY26																																													
45	Robbins Library Renovations	1	\$0	\$1,150,000	\$0	\$12,000,000	\$0																																													
	Recommended																																																			
	Notes, including change to request and CPC vote																																																			
	<ul style="list-style-type: none">AnnBeha used 4% escalation rate to update 2019 figures – the requested amounts came from the architect last yearLibrary will be open during construction with brief periods of interruptionsBelow is our calculation based on the 4% rate recommended by the architect – we do not have updated figures from them																																																			
	<table><tr><td>Original cost</td><td>11,270,000.00</td></tr><tr><td>Escalation</td><td>4%</td></tr><tr><td>Periods</td><td>1</td></tr><tr><td>Years</td><td>6</td></tr><tr><td>New Estimate</td><td>14,260,145.34</td></tr></table>							Original cost	11,270,000.00	Escalation	4%	Periods	1	Years	6	New Estimate	14,260,145.34																																			
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	<table><tr><th colspan="5">Robins Library Estimate 4% escalation</th></tr><tr><th>Year</th><th>Construction</th><th>OPM (5%)</th><th>Design (10%)</th><th>Total</th></tr><tr><td>2019</td><td>9,800,000.00</td><td>490,000.00</td><td>980,000.00</td><td>11,270,000.00</td></tr><tr><td>2020</td><td>10,192,000.00</td><td>509,600.00</td><td>1,019,200.00</td><td>11,720,800.00</td></tr><tr><td>2021</td><td>10,599,680.00</td><td>529,984.00</td><td>1,059,968.00</td><td>12,189,632.00</td></tr><tr><td>2022</td><td>11,023,667.20</td><td>551,183.36</td><td>1,102,366.72</td><td>12,677,217.28</td></tr><tr><td>2023</td><td>11,464,613.89</td><td>573,230.69</td><td>1,146,461.39</td><td>13,184,305.97</td></tr><tr><td>2024</td><td>11,923,198.44</td><td>596,159.92</td><td>1,192,319.84</td><td>13,711,678.21</td></tr><tr><td>2025</td><td>12,400,126.38</td><td>620,006.32</td><td>1,240,012.64</td><td>14,260,145.34</td></tr></table>							Robins Library Estimate 4% escalation					Year	Construction	OPM (5%)	Design (10%)	Total	2019	9,800,000.00	490,000.00	980,000.00	11,270,000.00	2020	10,192,000.00	509,600.00	1,019,200.00	11,720,800.00	2021	10,599,680.00	529,984.00	1,059,968.00	12,189,632.00	2022	11,023,667.20	551,183.36	1,102,366.72	12,677,217.28	2023	11,464,613.89	573,230.69	1,146,461.39	13,184,305.97	2024	11,923,198.44	596,159.92	1,192,319.84	13,711,678.21	2025	12,400,126.38	620,006.32	1,240,012.64	14,260,145.34
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	LIBRARY TOTAL		\$54,109	\$1,210,498	\$747,298	\$12,053,524	\$61,338																																													

III. Prior Appropriations

#	Fund	Dept	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Sweep or Keep?
99	FY16 CAPITAL TAX LEVY	LIBRARY	EXHAUST FANS LIBRARY	\$5	\$0	\$0	\$4.97	Sweep
100	FY20 CAPITAL BORROWING	LIBRARY	LIBRARY: REPOINTING	\$81,608	\$0	\$79,883	\$1,725	Keep
101	FY20 CAPITAL TAX LEVY	LIBRARY	MLN EQUIPMENT LIBRARY	\$1,143	\$0	\$0	\$1,143	Keep
102	FY20 CAPITAL TAX LEVY	LIBRARY	ROOF PARAPET LIBRARY	\$10,000	\$0	\$0	\$10,000	Sweep
103	FY2019 CAPITAL BORROWING	LIBRARY	LIBRARY HVAC	\$127,218	\$90,889	\$1,960	\$34,369	Sweep \$20K
104	FY2019 CAPITAL TAX LEVY	LIBRARY	LIBRARY FRONT DOOR REPLACE	\$42,044	\$0	\$1,312	\$40,732	Sweep
105	FY2021 CAPITAL TAX LEVY	LIBRARY	LIBRARY EQUIPMENT	\$51,698	\$32,402	\$192	\$19,105	Keep



MEMO

DATE: October 20, 2020

TO: Capital Planning Committee – Library Subcommittee

CC: Ida Cody, Comptroller

FROM: Andrea Nicolay, Director of Libraries

RE: FY22-FY26 Library Capital Requests – Additional data

Thank you for your consideration of the library's FY22-FY26 requests. Here is background data to support the building design and construction requests, known collectively as Reimagining Our Libraries. I am happy to address any further questions or concerns as they arise.

1) Robbins Library Renovations

In FY18, Ann Beha Architects (ABA) was engaged to conduct the building studies for Reimagining Our Libraries. These studies were conducted with broad public engagement, and paid for by Library Board-approved trust funds. The resulting design and construction estimates were based on FY19 construction start with the understanding they would need to be adjusted and scheduled.

During last year's capital planning season, ABA was asked to escalate costs for a FY25 construction start, and recommended a 4% rate. This year, ABA was contacted again about the escalation rate and their cost estimator, A.M. Fogarty, confirmed that 4% is still the prevailing rate.

Swing location, moving costs, and operations disruption: Per ABA, the Robbins Library could remain open during construction with selected areas closed off during renovations. There could be brief periods where the library would not be able to remain open, like if there were a changeover of a major piece of equipment. The \$100K estimate for phasing and temporary construction was added to the construction cost for the FY21-FY25 Capital Plan.

2) Fox Library Building Project

Construction is typically scheduled two years out from design. The Fox Library design funds are currently in FY24 and were based on the original construction cost estimate (FY19 dollars). That figure needs to be updated to reflect the recommended 4% escalation on construction cost. I request that the CPC consider adding this updated construction cost to FY26 and adjusting the FY24 design cost accordingly.

Original FY19 construction estimate: \$6,800,000. Includes fit-out.

Escalation for FY26 construction start (4% over 7 years): \$8,704,000
Design cost (10%): \$870,000

Other project considerations:

- Building committee to explore mixed-use models
- Mass Board of Library Commissioners construction grant feasibility

There will be a high level of interest and investment in what happens at 175 Mass Ave, even if it's "just" a new library branch. The Library Trustees and I have been tracking news of comparable branch renovation/rebuild projects in the region. What could be developed/proposed in terms of exploring mixed use and related funding models?

Massachusetts Public Library Construction Program Update

The current bond authorization will fund all waitlisted libraries, but it is not enough to run a new grant round. For a Planning and Design grant round and a Construction grant round, an additional \$100 million is needed. There are currently an estimated 42 libraries interested in a future grant round, including Arlington (for the Fox project). MBLC is providing no estimate as to when a future round will take place, and the last round was in 2014.

Because of the uncertainty with municipal budgets brought on by COVID-19, the Massachusetts Board of Library Commissioners has also decided not to award any new provisional grants in the Massachusetts Public Library Construction Program (MPLCP) in Fiscal Year 2021. Provisional grants would go to those libraries currently at the top of the waitlist.

With this memo I'm providing two MBLC summary publications about construction grants that were designed for use by cities and towns for capital planning purposes.

Sincerely,

Andrea Nicolay

	Fox	Robins
Original cost	7,820,000.00	11,270,000.00
Escalation	4%	4%
Periods	1	1
Years	7	6
New Estimate	10,290,586.51	14,260,145.34

Fox Library Estimate 4% escalation			
Year	Construction	OPM (5%)	Design (10%)
2019	6,800,000.00	340,000.00	680,000.00
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Total
7,820,000.00
8,132,800.00
8,458,112.00
8,796,436.48
9,148,293.94
9,514,225.70
9,894,794.72
10,290,586.51



Massachusetts Public Library Construction Grant Round

General Outline of Requirements and Procedures

This outline provides a snapshot of the requirements and procedures necessary to qualify for the Massachusetts Public Library Construction Program (MPLCP) general construction grant round. Applicants are advised to read and understand Program Regulation 605 CMR 6.00, and not view this document as containing all necessary information. Each construction grant round cycle is dependent on capital bond bill funding. For more complete information, program regulations are available at mbic.state.ma.us/grants/construction/regulations

Eligibility

- Applicants. To be an eligible applicant a library must:
 - Have an approved long-range plan and current annual action plan on file at the Massachusetts Board of Library Commissioners; municipalities with multiple libraries must have a comprehensive plan for library service.
 - Not have received a Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years. Some exceptions may apply.
 - Submit only one application per grant round; in the case of multiple libraries, only one authorized library may apply per municipality.
- Projects. To be an eligible project you must:
 - Have the project approved by Town Meeting or City Council
 - Have a written building program based on a 20-year planning horizon; the building program must be completed before the hiring of an architect
 - Hire an owner's project manager and architect following state qualification-based selection procedures
 - Conduct a site investigation and submit a report of the investigation with the application
 - Have ownership of a building site or a 99-year lease
 - Have a design based upon and correlated with a written library building program
 - Have an estimated project budget done by an independent cost estimator

Types of Projects

- New Construction
- Addition/Renovation
- Joint Public Library
- Renovation

Letter of Intent

- Submit on required forms and send attachments
- Attachments:
 - Document that a qualified owner's project manager and a registered Massachusetts architect have been hired using qualification-based selection procedures
 - Building program

Application Requirements

- Submit completed application
- Meet all assurances listed in 605 CMR 6.05 (2) (c)
- Use accepted professional guidelines and standards for library design
- Submit attachments listed but not limited to:
 - Building program
 - Schematic drawings
 - Project budget
 - Site plan
 - Subsurface soil analysis
 - Hazardous Material Survey Report
 - Topographical Survey
 - Map showing existing and, if different, future library site
 - Proposed project timeline and funding plan
 - Statement of need
 - Pictures of site and building
 - Copy of Massachusetts Historical Commission (MHC) Project Notification form as submitted to the MHC
 - Project plan for libraries serving populations of 50,000 or more that are proposing phased projects
 - Management plan for libraries with joint project proposals
 - Latest version of LEED project checklist for new construction and major renovation if applying for Green Library Incentive

Application Review and Recommendations for Funding

- All applications are reviewed and ranked by teams made up of five independent reviewers
- Priorities used in making funding recommendations:
 - Review and ranking of applications by review teams
 - Need factor as determined by the state's EQV (equalized valuations) and Department of Revenue income figures
 - Distribution by community size of all projects reviewed for the grant round
 - Joint library project applications
 - Availability of authorized funds
- The Massachusetts Board of Library Commissioners considers recommendations and approves libraries to either be:
 - Awarded a provisional grant award pending confirmation of local funding within six months, or
 - Placed on a waiting list if funds are not yet authorized
- Libraries not recommended for funding may revise and resubmit their applications within six months or submit an application in a future grant round

Green Incentive

A Green Library Incentive is offered to qualifying libraries that achieve US Green Building Council LEED certification and submit documentation confirming certification after project completion.

Technical Assistance

For more information on this grant process or help in reviewing and commenting on library plans and designs contact MBLC library building consultants at **1-800-952-7403**

Rosemary Waltos, x246 or rosemary.waltos@state.ma.us
Lauren Stara, x245 or lauren.stara@state.ma.us

For more information, please see our resource guides:
guides.mblc.state.ma.us/construction/about

Massachusetts Board of Library Commissioners

98 N. Washington Street, Suite 401
Boston, MA 02114-1913

1-800-952-7403 (in-state)

(617) 725-1860 (phone)
(617) 725-0140 (fax)

www.mass.gov/mblc (agency website)



The MPLCP

The Massachusetts Public Library Construction Program (MPLCP) provides funding for major capital projects for public library buildings throughout the Commonwealth.

Why it's Needed

Massachusetts Public Libraries are busy places. Over 35 million children, teens and adults visited a public library in the past year, more than attended Red Sox, Bruins, and Patriots games combined. Yet many public libraries were built before computers existed and for populations much smaller than the ones they serve today.

MBLC Expertise

Since 1987, MBLC Library Building staff have guided communities through more than 200 projects. The MPLCP is nationally recognized and serves as a model program for other states.



PHOTO: Woburn Public Library

Grants & Green Incentive

PHOTO CREDIT: Andrea Bunker

Planning and design grants assist libraries in preparing to apply for MPLCP construction grants. Grant funds help with the development of library building programs, project management services, architectural design and engineering services, schematic design, and preliminary cost estimates.

Construction grants assist libraries with major capital improvement projects, including new, renovated and expanded library buildings. Funds pay for a percentage of eligible project costs, including the purchase of real property, design and engineering services, project management services, construction, and fixed capital equipment. The average grant award is 45%-50% of the eligible costs. Projects funded by the MPLCP that attain LEED (Leadership in Energy and Environmental Design) certification may qualify for additional funds through the Green Library Incentive.

Eligibility

To be eligible for an MPLCP grant, libraries must be certified by the MBLC as meeting minimum state standards for public library service and must have a strategic plan on file with the Board. Proposals must be based upon a library building program that has been written prior to retaining an architect. Applicants must have local approval to apply for, accept, and expend grant funds as well as approval for the proposed preliminary design.

How Grants Work

- Grants are governed by regulations 605 CMR 6, available on the MBLC website at <https://mblc.state.ma.us/programs-and-support/construction/background.php>
- On average, the state grant is 45%-50% of the total eligible project costs. Communities typically raise the remainder of the funding through fundraising, bonding and municipal debt exclusion
- Once the MBLC awards a provisional grant award, the municipality has six months to secure local funding and sign a contract
- Grant funds are disbursed equally over five fiscal years and as designated milestones are reached

continued



PHOTO: Stoughton Public Library



PHOTO: Monterey Public Library

James Lonergan

Director

617-725-1860, x222

(in Massachusetts)
800-953-7403, x222

James.Lonergan@state.ma.us

Mary Rose Quinn

Head of State Programs &
Government Liaison

617-725-1860, x220

(in Massachusetts)
800-953-7403, x220

Maryrose.Quinn@state.ma.us

	Waitlisted Libraries	Grant Award
1	East Bridgewater	\$7,710,780
2	Amherst	\$13,871,314
3	Melrose	\$7,993,290
4	Westborough	\$9,403,090
5	Deerfield	\$3,944,338
6	Gloucester	\$9,030,047
7	Seekonk	\$7,322,855
8	Westford	\$7,851,994
9	Grafton	\$7,435,041
10	Orange	\$5,218,803
11	Fitchburg	\$12,449,949
12	Lynnfield	\$8,193,792
13	Boston – Dudley Square Branch	\$5,597,374
14	Dighton	\$4,099,212
15	Cambridge – Valente Branch	\$3,879,407
16	Brewster Ladies' Library	\$4,655,737
17	Swansea	\$6,875,844

Raise the Annual Cap

If the annual capital budget stays at \$20 million and remaining projects go forward into construction, the last project on the waiting list will be funded in 2028, completed in 2033.

The MBLC is asking to raise the cap to \$25 million starting in FY21 to shorten the process by three years. For FY20, the cap remains at \$20 million.

Funding for New Grant Round

The current bond authorization will fund all waitlisted libraries, but it is not enough to run a new grant round. For a Planning and Design grant round and a Construction grant round, an additional \$100 million is needed. There are currently an estimated 42 libraries interested in a future grant round.

Program Changes

MBLC staff are currently working on changes to the program that will shorten future waitlists, make the program more competitive, and address sustainability.

For more information, please see: mblc.state.ma.us/programs-and-support/construction/



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS
Massachusetts Public Library Construction Program

TOWN CAPITAL SOFTWARE LICENSES						
	AMOUNT	VENDOR NAME	LICENSE NAME	Seats/Licenses	RENEWAL DATES	DESCRIPTION
Meeting Management	7,950.00	GRANICUS	NOVUS AGENDA	25	10/01/2018-9/30/2019	ANNUAL FEE
Email Archiver	5,137.00	TECHBRIDGE	BARRACUDA	Site License	07/27/2019-07/28/2020	BARRACUDA SOFTWARE LICENSE RENEWAL
Email-Mdaemon	1,304.18	BAC	ALT-N TECHNOLOGIES	500	06/26/2019-06/25/2020	MDAEMON- PRIORITY LINCENSE RNEWAL
Email	290.00	BAC	ALT-N TECHNOLOGIES	25		MDAEMON OUTLOOK RENEWAL
Single Sign On	1,800.00	ONE-LOGIN INC	ONE-LOGIN INC	Site License	03/26/2019-03/25/2020	HELPDESK ACCESS
MS Office and Oper Sys.	15,000.00	BCPI	MICROSOFT LICENSES	350	07/01/2019-06/30/2020	ANNUAL RENEWAL
Virus Protection	4,690.00	GOVCONNECTION	WEBROOT LICENSES	350	08/01/2019-07/31/2020	WEBROOT LICENSING
Disaster Recovery	13,920.00	TECHBRIDGE	DATTO SIRIS BACKUP	10 Servers	08/01/2019-07/31/2020	ANNUAL COST OF OF DATTO SIRIS BACKUP
						Monthly CHGE OF 1,160 PER MO.
Total	50,271.00					

Arlington, Massachusetts



Borrowing Process Overview and the Role of the Financial Advisor

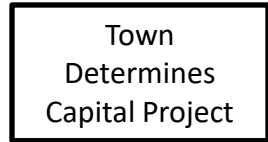
October 29, 2020

Peter Frazier, Managing Director

Abby Jeffers, Director



Municipal Borrowing Flow Chart

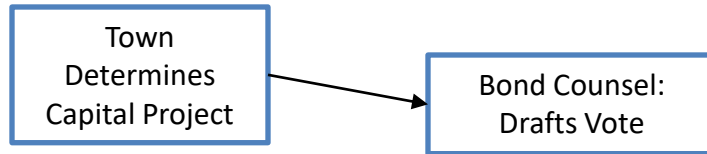


- ◆ Project Identified
- ◆ Preliminary Modeling
 - ◆ Tax Impact
 - ◆ Rate Impact

Legal Factors

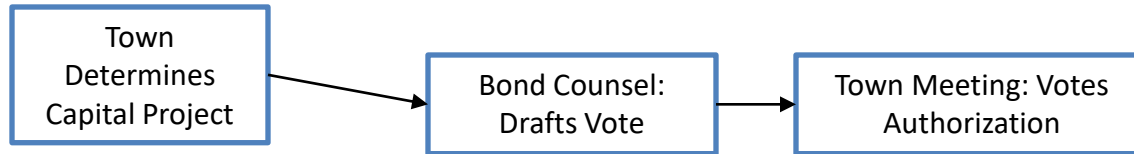
- What laws govern the borrowing process?
 - State
 - Local municipalities derive their powers from the state
 - Chapter 44, 70B, and Special Acts – debt limits, purposes and terms
 - Federal
 - Public Purpose vs. Private Activity – Tax-exempt vs. taxable – 8038G
 - Disclosure (SEC, MSRB)
 - Local
 - Charter and bylaws – authorization procedures, referendum periods,

Municipal Borrowing Flow Chart



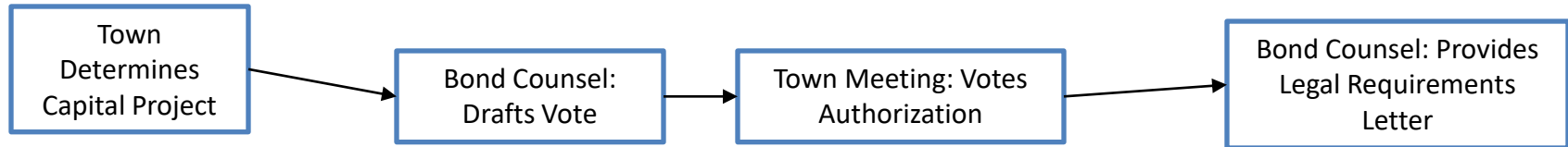
- ◆ Important!
 - ◆ Bond Counsel should draft or review town meeting articles and votes

Municipal Borrowing Flow Chart



- **Borrowing Authorization requires 2/3 majority**
- **Debt Exclusion requires majority vote at regular or special town election**

Municipal Borrowing Flow Chart

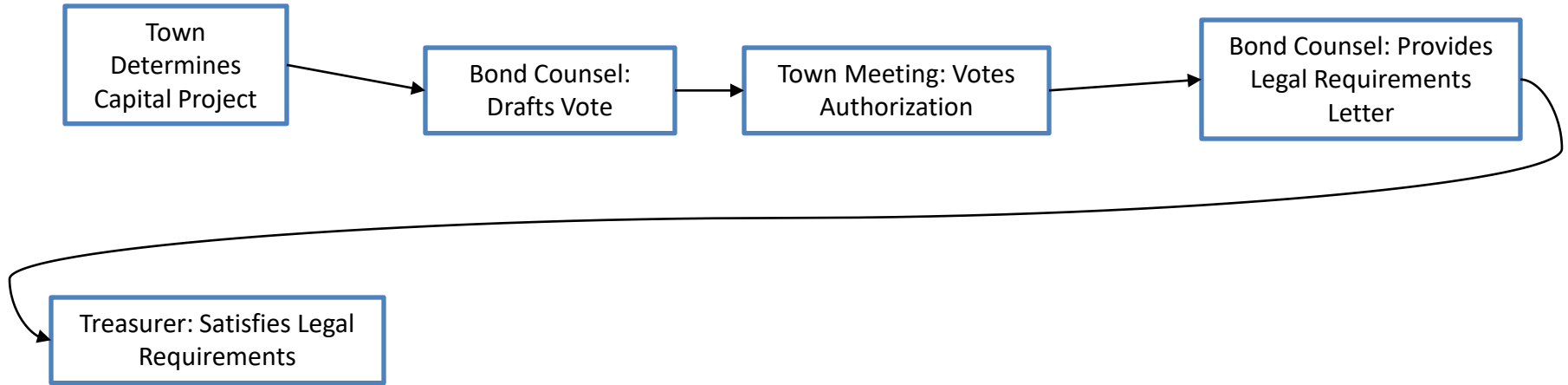


- Bond Counsel provides opinion on:
 - Validity of borrowing
 - Tax Exemption

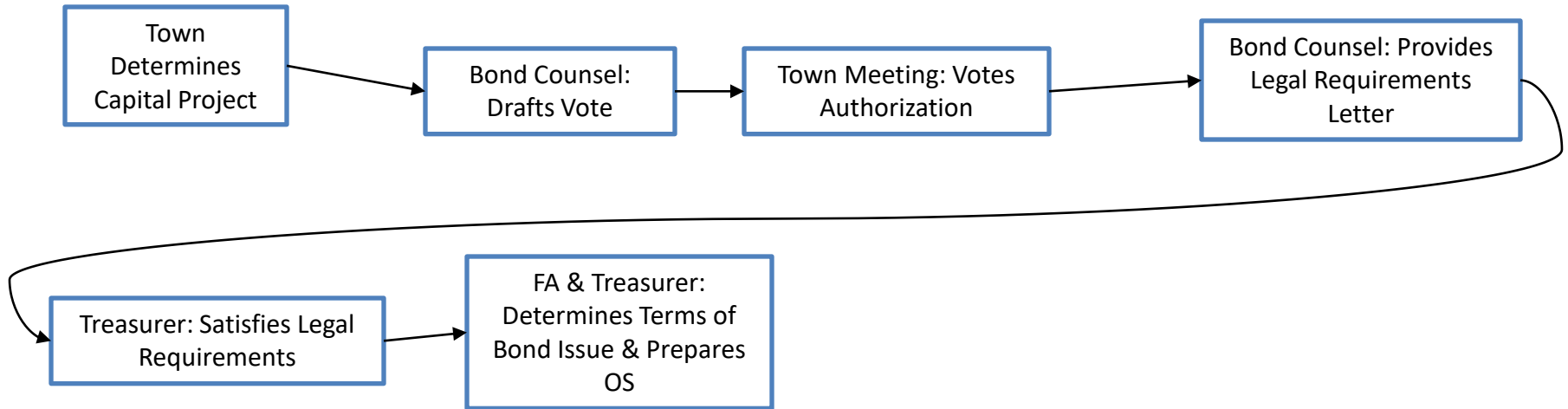
Arbitrage

- Difference Between Tax-Exempt Borrowing Rate and Investment Rate
- Profit must be rebated to the Federal Government
- Exceptions
 - “Small Issuer” (less than \$5 million issued per calendar year)
 - “Six Month Expenditure”
 - “18 Month Expenditure”
 - “Two-Year Construction”

Municipal Borrowing Flow Chart



Municipal Borrowing Flow Chart



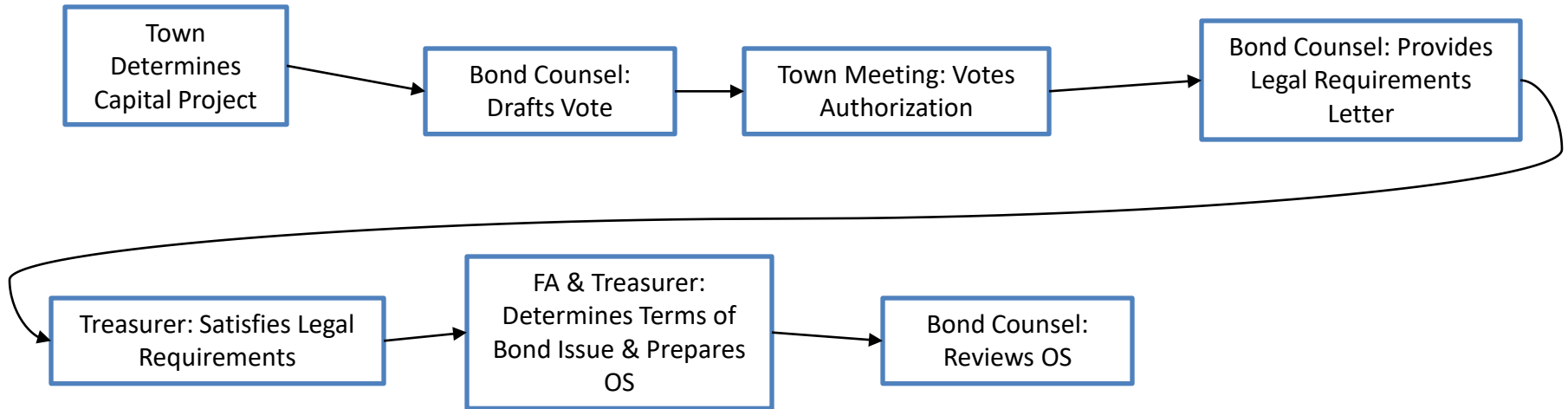
To borrow short or long term?

- Interest rate environment
- Size of project
- Spending schedule
- Budget constraints

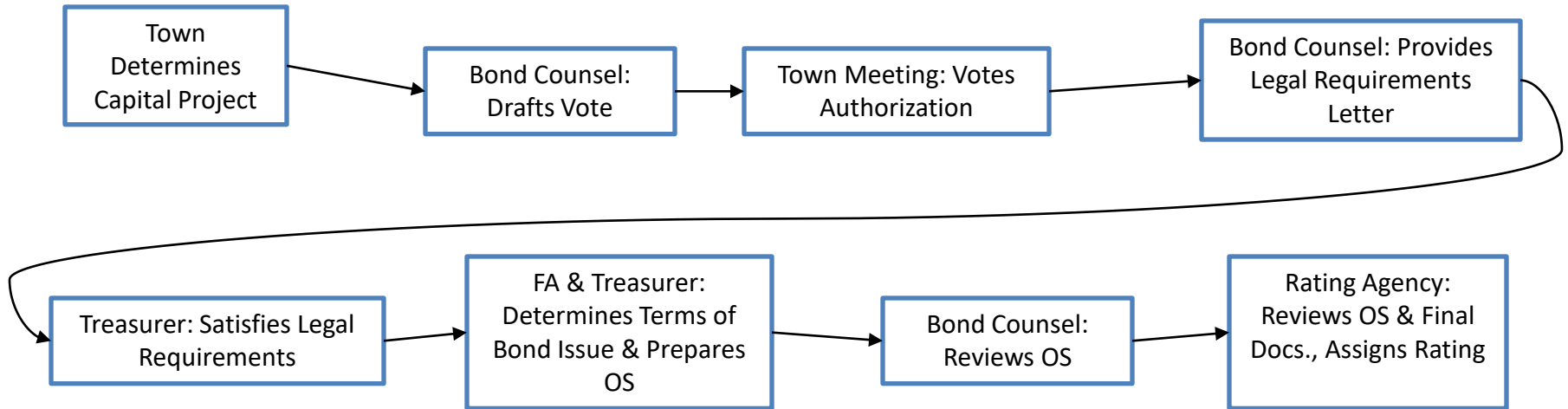
Borrowing Alternatives

- Massachusetts Clean Water Trust
- Massachusetts Water Resources Authority
- State House Loan Notes

Municipal Borrowing Flow Chart



Municipal Borrowing Flow Chart



Bond Ratings

Moody's

Standard & Poor's

Aaa

AAA

Aa1

AA+

Aa2

AA

Aa3

AA-

A1

A+

A2

A

A3

A-

Baa1

BBB+

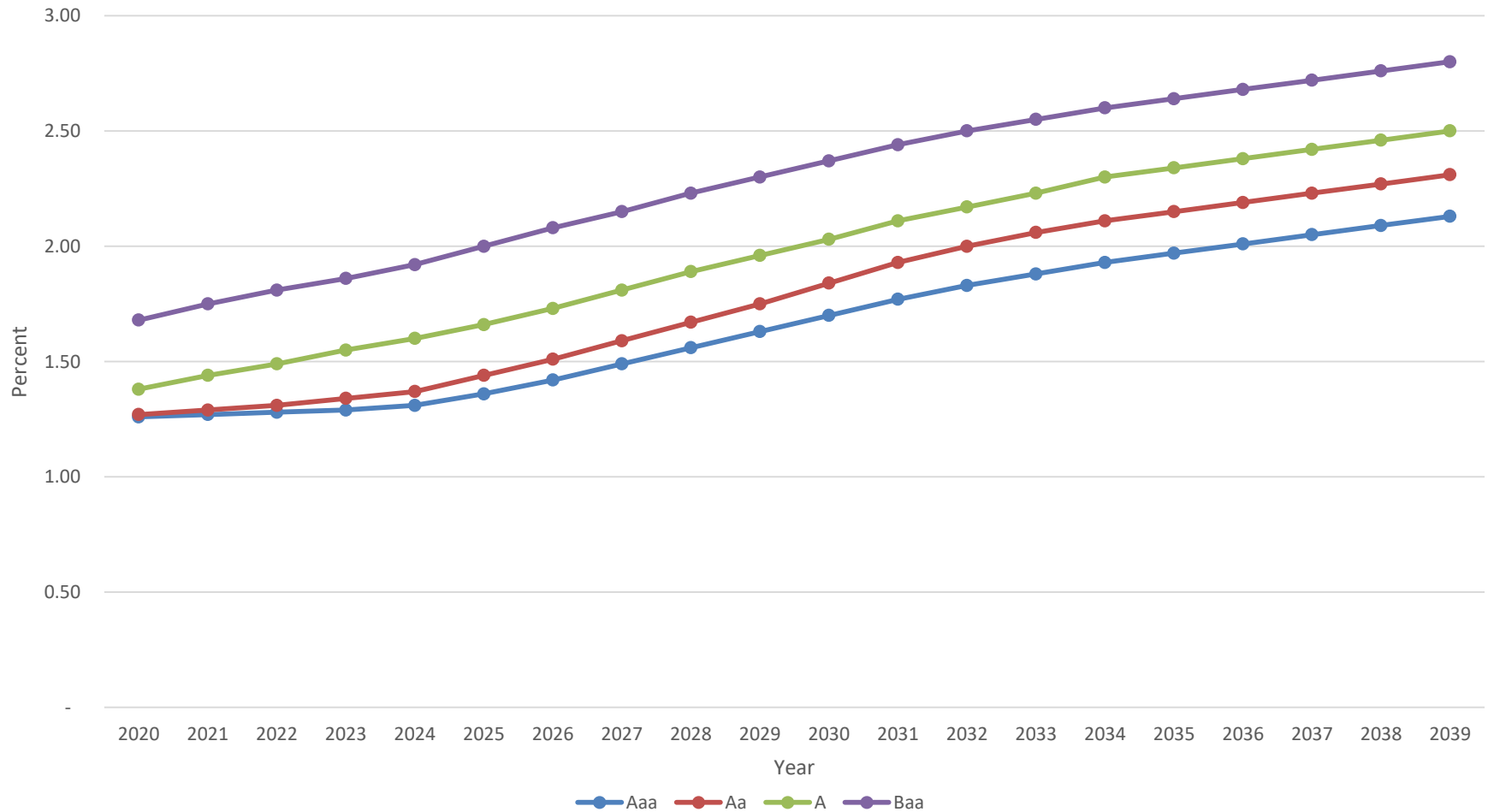
Baa2

BBB

Baa3

BBB-

Yield Curves By Rating



Major Credit Factors

- Economy & Institutional Framework (40%)
- Management (20%)
- Finances (30%)
- Debt and Contingent Liabilities (10%)

Municipal Borrowing Flow Chart

